

# DRAFT Boyton Parish Annual Council Minutes

## held via Zoom on 5 May 2021 at 7 p.m.



Minute Ref		Action	Completed
050521.3	Declaration of Acceptance of Office signing	JoP/IJ/Clerk	
050521.5	To follow up on x2 applications for co-option	RJ	
050521.7	To follow up on Church Hall	RJ	
050521.9	Purchase of grit bin, assess volunteers and re-supply costs	RJ/Clerk	
050521.10	Provide details of parish on-line mapping scheme.	AC	
050521.14	Upload accounts documents and AGAR signing and audit process	Clerk	
050521.15	Schedule of meeting dates	Clerk	

### Payments authorised since last meeting

05/05/21	SALC Membership subscription	£143.81	
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### Payments received since last meeting

30/04/21	ES Precept	£4,104.00	
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	<b>Attendance</b> Chair - Richard Jesty (RJ), Vice Chair John Pilgrim (JoP), Iain Johnston (IJ), Andrew Cassy (AC), ES Deben Ward Cllr James Mallinder (JM), 5 members of the public, Jenny Lloyd (Clerk)	
1.	<b>Apologies received</b> Jasper Pryor (JaP), Cllr Andrew Reid	
2.	<b>Election of Chair</b> Richard Jesty announced his decision to step down from role of Chair - thanks and appreciation were expressed for his dedication and service over the years John Pilgrim offered to take on the role as Chair - proposed by RJ, seconded by AC. <b>All in agreement</b>	
3.	<b>Election of Vice Chair</b> Iain Johnston offered to take on the role – proposed by AC, seconded by RJ. <b>All in agreement</b> <b>Action</b> - Declarations of Acceptance of Office signing	Clerk
4.	<b>Declarations of Interest and Applications for Dispensations on Agenda item</b> Declarations of interest by: AC - Item 8; RJ - Item 7	
5.	<b>Parish Councillor vacancies and co-option</b> Two expressions of interest in joining the PC have been received, and forms sent by the Clerk but not returned by the time of this meeting - after discussion on proper process it was agreed to co-opt for the current vacancy at the next meeting after any formal application forms have been received. <b>Action</b> - RJ to follow up with both applicants	RJ
6.	<b>Public Session</b> <b>a) Reports or comments from any member of the public or from any other village organisation</b>	

	<p>- RJ, on behalf of VH Management, mentioned the income for Church hall from East Suffolk for elections Discussions were had about the PC holding physical meetings in the hall again, pending the latest covid advice from the government.</p> <p>- PCC confirmed that St Andrews is now a festival church that is open for all baptisms, weddings and only has to hold 6 services a year.</p> <p>- JoP mentioned that RSPB have confirmed that they are re-doing all their signage - no parking in lay-bys, no camping at the dock - JoP has suggested to RSPB that they also install a no overnight parking sign at Banter's Barn</p> <p>IJ announced a motorbike had been stolen from a shed just outside Boyton recently and for everybody to keep vigilant.</p> <p><b>b) Reports or comments from ESC Councillor and SCC Councillor</b></p> <p>Cllr JM briefly summarised his May Newsletter. The pardon the weeds scheme is going well although unfortunately there have been a number of cases of vandalism of those signs - and reports of fly tipping. Any ASB should be reported to the police. The bollards at Bawdsey to guide parking to designated areas are working well and bollards are appearing in other places. JM is monitoring the number of visitors and requests information on any issues of overnight parking.</p> <p>IJ mentioned the concern at Capel Green of people having parties in the 'pit' which is Forestry Commission - JM noted.</p>	
7.	<p><b>To discuss the Church Hall</b></p> <p>RJ has spoken to Clarke and Simpson Estate (agents for the Diocese) and is awaiting the outcome of committee meetings from Dawn Gillett. It does seem that the Diocese will offer the hall on the open market - this raises some risks of the PC/community body not being able to compete with a speculative purchaser. Discussion was had about whether the Diocese will allow the PC more than 6 months to raise funds (as required under the ACV listing) and a fair price to keep the hall for the community. A query was raised as to what safeguards the hall for perpetuity for community use, and discussions on covenants and trusts. The ES grant received was to sustain a community asset and it was queried whether it could be utilized for costs associated with purchase - JM will confirm. <b>Action</b> - RJ to follow up with Dawn Gillett for further update.</p>	RJ
8.	<p><b>To confirm Quiet Lanes nominations</b></p> <p>AC recapped on the formal process of nominations and open consultations, and as a specific item at the previous APM and Peninsular Zoom meeting there was the opportunity for feedback, the majority of which has been positive. One concern was raised about the budget and whether the money could be spent on other road priorities instead - the actual funding is from a ring-fenced community fund and cannot be used for general highways purposes. AC is happy to answer any queries. AC shared the map showing the proposed extension from Banter's Barn C334 route down to the old dented bridleway sign which may be replaced by a QL sign, and also Mill Lane. QL scheme is about behaviour and culture changes primarily aimed at drivers, for other road users. 300 lanes are currently being processed - over 400 km of lanes across the county. There has been phenomenal interest – e.g., from companies relating to satellite navigation, not to be used for diverting drivers away from the route but for alerts in automated vehicles to the need of hands on the steering wheel in QLs. BBC are also filming Escape to the Country and the attractive features of the QL project.</p> <p>AC mentioned no costs to Boyton thanks to County funding and District funding - JoP extended his thanks to AC.</p> <p>Query raised regarding The Street and if the protections for designations could apply to the whole road, but AC clarified that QLs were not possible in residential areas.</p> <p>Drivers should be more considerate in QL designated areas. Discussion on requirement of white lines, replacement signs and costs - suggestion for future work and for Highways to carry out an assessment.</p> <p>AC requested formal vote of support for either or both nominations - <b>Vote carried with unanimous show of hands</b> for both lanes.</p>	

9.	<p><b>To discuss requirement of grit bin and voluntary help</b></p> <p>RJ proposed PC to revisit the need for a grit bin at the junction at the bottom of Mill Lane - resident concerned it was too slippery in the bad weather. Discussion to look at purchase of small bin and re-supply costs - will need 2 volunteers as Highways process - JM is happy to support with funding.</p> <p><b>Action</b> - RJ to assess volunteers, options and costs (purchase and resupply) in order for a decision at the next meeting.</p>	RJ
10	<p><b>Green actions- reduced verge cutting</b></p> <p>JoP confirmed the discussions with Suffolk Highways and that Boyton is part of a 9 village pilot for reduced verge cutting. An email was circulated to all residents with Highways information, including maps showing more detail that was shared to those present at this meeting. Areas near junctions will still be cut on the normal schedule for safety reasons, as will verges on Mill Lane and from the Tang up past Dock Farm (until ecological surveys are completed this year to decide on the best cutting regime). Elsewhere the plan is to not cut verges until September to benefit our flowers and insects. Please do not cut verges yourself, but contact Highways or <a href="mailto:boytonpc@gmail.com">boytonpc@gmail.com</a> if you have any queries or concerns. Query raised - how does this scheme relate to the RNR? JoP clarified that the RNR is unrelated and only covers areas with specific verge conservation priorities – none of which have been found yet in Boyton. Highways Ecologist will do a survey this month for such features.</p> <p>Query - can BPC consider adopting the Parish on-line mapping scheme and record these assets? To consider at the next meeting <b>as Agenda item.</b> <b>Action</b> – AC to provide details of parish on-line mapping scheme.</p> <p>JM mentioned Wildeast - If this pilot continues they would be interested to include on their map - JM to send details to Clerk for Cllrs attention</p> <p>Query raised regarding the crossroads from No 10 out from village – even with the current cutting regime, deer are hard to see once the bracken has grown up; will this safety risk be increased by the reduced verge cutting? JoP agreed this was a valid concern, and BPC had already raised it with Highways - including the lack of deer warning signs from Hollesley common car park. JoP explained that this year was a trial and any safety (or other) issues may result in changed management during the year or in future. Please keep BPC and/or Highways informed of any concerns.</p>	JoP
11.	<p><b>Updates from meetings attended by Cllrs</b></p> <p>JoP attended Community Partnerships meeting - new funding information has been distributed to Councillors. Village hubs and Youth Engagement remain the priority - if anybody has any ideas for those, they are very welcome.</p> <p>AC - update from Alde&amp;Ore group that delays to business case dependent on survey - next meeting 8 July.</p>	
12	<p><b>Minutes of previous Annual Council meeting 1 June 2020</b> were distributed to all Councillors and approved by all.</p>	
13	<p><b>To agree Standing Orders</b></p> <p>To adopt Standing orders as NALC model and amended as noted on Internal Audit Report to add 18 f) and g) - amended and distributed to Cllrs. <b>All agreed to adopt Standing Orders May 2021</b></p>	
14	<p><b>Finance matters</b></p> <ul style="list-style-type: none"> <li>a) To accept BPC end of year accounts - Income and Expenditure, Summary and Explanation of Variances as distributed to Cllrs, to accept Internal Audit Report, to confirm roles of RFO as Clerk, Internal Auditor as Trevor Brown for 21/22 - <b>All agreed</b></li> <li>b) To agree i) Financial Regulations May 2021 - amended 11.ii as model amendments and as noted in Internal Audit Report and distributed to Cllrs <b>All agreed</b> <ul style="list-style-type: none"> <li>ii) Internal Control Statement document requires non-signatory member to carry out regular internal audit check - <b>to review at next meeting</b></li> <li>iii) current Risk Analysis document amended for 2021/22 – <b>All agreed</b></li> </ul> </li> <li>c) To agree AGAR - Chair to sign 1 and 2 Accounting Statements and Certificate of Exemption -</li> </ul>	

	recorded on documents - Action for signing after meeting. <b>All agreed</b> d) To note receipt of Precept in full plus extra £104 government handout e) To note authorisation of payment to SALC for membership of subscription To approve accounts - bank reconciliation and statements as distributed to Councillors - <b>Approved</b>	Clerk
15 .	To agree DoNM - Tuesday 6 July 2021 Change of schedule to Tuesday dates 2021 and 2022 - for review at next meeting	Clerk
Minutes agreed  Signed ..... Date .....		